

## Department of Administration

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### Fund: General (0001-00)

Sources: The General Fund consists of, "moneys received into the treasury and not specially appropriated to any other fund" (Idaho Code §67-1205). The fund sources are: 1) individual income tax, 2) corporate income tax, 3) sales tax, 4) cigarette tax, 5) beer tax, 6) wine tax, 7) liquor surcharge, 8) kilowatt hour tax, 9) mine license tax, 10) Treasurer's interest on investments of certain idle state funds, 11) court fees and fines, 12) insurance premium tax, 13) sale of alcoholic beverage licenses, 14) unclaimed property, 15) articles of incorporation and uniform commercial code filing fees, 16) estate and transfer tax, and 17) other miscellaneous sources from various agency receipts.

Uses: The Department of Administration uses General Fund money primarily for:

- The operational and personnel costs of the Director's Office
- A portion of the Division of Purchasing's personnel and operational costs
- State Wide Area Network staff and operations
- A major portion of the Postal Services program
- Capitol Mall rent for elected officials
- A portion of fiscal staff salaries who provide support for small state agencies
- Payment of some building bonds

Budget Unit: ADAA(200) Director's Office

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$244,772	\$245,897	\$259,279	\$245,173	\$256,098

Budget Unit: ADAB(200) Information Technology & Communications

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$1,204,138	\$1,120,562	\$744,490	\$781,234	\$809,014

Budget Unit: ADAC(200) Public Works

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$2,205,980	\$2,017,996	\$812,111	\$269,199	\$265,200

Budget Unit: ADAD(200) Purchasing

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$613,689	\$970,532	\$829,578	\$897,519	\$900,330

Budget Unit: ADAM(200) Information Technology Resource Management Council

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$56,500	\$53,938	\$54,398	\$57,531	\$60,704

Sources: See Common Fund source description at beginning of department write-up.

Uses: Principal and interest on the state's bonded indebtedness for the construction of buildings.

Budget Unit: ADAP(200) Bond Payment

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$0	\$0	\$0	\$6,449,289	\$6,272,312

### Total General Fund (0001-00)

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$4,325,079	\$4,408,924	\$2,699,855	\$8,699,946	\$8,563,657

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### Fund: Indirect Cost Recovery (0125-00)

Sources: Charges to other bureaus within the Department of Administration to allocate administrative overhead costs.

Uses: Funds are used to pay the salaries, operating costs, and capital equipment costs for centralized administrative functions for the entire department. For example, accounting positions for the department are funded from overhead charges to all the department's divisions.

Budget Unit: ADAA(200) Director's Office

<b>FY 01</b> \$920,085	<b>FY 02</b> \$710,537	<b>FY 03</b> \$660,629	<b>FY 04</b> \$658,603	<b>FY 05</b> \$680,311
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Budget Unit: ADAB(200) Information Technology & Communications

<b>FY 01</b> \$0	<b>FY 02</b> \$415,435	<b>FY 03</b> \$405,623	<b>FY 04</b> \$417,384	<b>FY 05</b> \$438,126
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**Total Indirect Cost Recovery Fund (0125-00)**

<b>FY 01</b> \$920,085	<b>FY 02</b> \$1,125,972	<b>FY 03</b> \$1,066,252	<b>FY 04</b> \$1,075,988	<b>FY 05</b> \$1,118,436
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**Fund: Idaho Emergency Communications (0275-01)**

Sources: This fund consists of moneys received from counties, cities, consolidated emergency communications operations, grants, donations, gifts and revenues from any other source to support the delivery of consolidated emergency communications systems. On an annual basis, one percent of the total emergency communications fees collected in the state of Idaho pursuant to Idaho Code §31-4804 is placed in the fund. (Idaho Code §31-4818(2)(3)).

Uses: The fund is continuously appropriated and the Idaho Emergency Communications Commission authorizes disbursement of money to eligible entities. Funds are allocated for the purpose of assisting cities, counties, ambulance districts and fire districts in the establishment, management, operations and accountability of consolidated emergency communications systems. (Idaho Code §31-4818).

Budget Unit: ADAR (Cont) (200) Emergency Communications

<b>FY 01</b> \$0	<b>FY 02</b> \$0	<b>FY 03</b> \$0	<b>FY 04</b> \$0	<b>FY 05</b> \$6,827
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**Fund: Permanent Building (0365-00)**

Sources: An additional tax is required when filing an income tax return. Every person and corporation required to file a return pays a tax of ten dollars (\$10), which is credited to the Permanent Building Fund (Idaho Code §57-1110).

Five million dollars (\$5,000,000) per year is continuously appropriated and set aside from the Sales Tax Fund to the Permanent Building Fund (Idaho Code §63-3638).

Cigarette tax collections are based on a rate of 57 cents per package of 20 cigarettes. After setting aside funds for paying refund claims in the Cigarette Tax Refund Fund, five cents per package of cigarettes are distributed to the Public School Income Fund and five cents are earmarked for County Juvenile Probation Services. Of the remaining 47 cents collected per pack, 17.3% is distributed to the Permanent Building Fund (Idaho Code §63-2520).

A tax of four dollars and sixty-five cents (\$4.65) per barrel of 31 gallons, and a like rate for any other quantity or fraction thereof, is levied and imposed upon each and every barrel of beer sold for use within the State of Idaho. Thirty-three percent (33%) of the proceeds are deposited directly to the Permanent Building Fund (Idaho Code §23-1008).

One-half of state lottery earnings are distributed to the permanent building fund (Idaho Code §67-7434).

The Permanent Building Fund retains the interest earnings from its funds that are invested by the State Treasurer (Idaho Code §57-1108).

Interest earned on the Budget Stabilization Fund is credited to the permanent building fund (Idaho Code §57-814(1)).

Uses: All moneys in the Permanent Building Fund are dedicated to building needed structures and renovating or repairing existing structures at the several state institutions and for the several agencies of state government (Idaho Code §57-1108). The Department of Administration's Division of Public Works receives partial funding (personnel costs, operating expenses and capital outlay) from this fund. Some building bond/lease payments also come from this fund.

Budget Unit: ADAC(200) Public Works

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$6,501,286	\$6,583,459	\$5,519,952	\$1,838,231	\$1,904,384

Sources: See sources under the Public Works program write-up.

Uses: Principal and interest on the state's bonded indebtedness for the construction of buildings.

Budget Unit: ADAP(200) Bond Payment

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$0	\$0	\$0	\$3,932,868	\$8,822,423

**Total Permanent Building Fund (0365-00)**

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$6,501,286	\$6,583,459	\$5,519,952	\$5,771,099	\$10,726,807

**Fund: Administration and Accounting Services (0450-00)**

Sources: Pursuant to Idaho Code §67-3516, state agencies, departments and institutions may sell goods, products and services to the public and political entities. The Department of Administration bills for services including radio, microwave, telephone, postal, building space, parking, purchasing, records management, and copy services. The receipts for these activities are deposited into this fund and are appropriated to each division to cover its actual costs of providing the goods or services.

Uses: Interagency billing credits may be expended by the collecting agency in the fiscal year collected only to the extent that authority to do so has been requested and approved by the Legislature through an appropriation for the dedicated account. The collecting agency may expend all such receipts only to the extent that authority to do so has been requested and approved by the Legislature through an appropriation, except receipts received by agencies for the sale of capital outlay items or receipts from insurance for the settlement of claims may be included as an increase to their appropriation and must be identified at a class code level. Expenditure of such receipts must be for like kind capital outlay items. Some building bond payments also come from this fund.

Budget Unit: ADAA(200) Director's Office

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$20,261	\$14,555	\$14,369	\$24,138	\$21,019

Budget Unit: ADAB(200) Information Technology & Communications

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$2,445,689	\$2,400,361	\$2,307,734	\$2,689,505	\$2,762,538

Budget Unit: ADAC(200) Public Works

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$4,956,880	\$4,974,752	\$4,958,910	\$4,702,932	\$4,920,275

Budget Unit: ADAD(200) Purchasing

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$1,405,220	\$1,732,279	\$1,471,603	\$1,529,884	\$1,568,181

Budget Unit: ADAG (Cont) (200) Information Technology Continuous

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$5,686,295	\$3,138,131	\$2,616,250	\$2,057,835	\$2,020,709

Budget Unit: ADAH (Cont) (200) Purchasing Continuous

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$0	\$2,788,137	\$3,102,941	\$3,174,650	\$2,749,830

Budget Unit: ADAM(200) Information Technology Resource Management Council

<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>
\$517,525	\$447,432	\$378,000	\$363,306	\$412,760

Budget Unit: ADAP(200) Bond Payment

<b>FY 01 \$0</b>	<b>FY 02 \$0</b>	<b>FY 03 \$0</b>	<b>FY 04 \$642,200</b>	<b>FY 05 \$651,200</b>
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**Total Administration and Accounting Services Fund (0450-00)**

<b>FY 01 \$15,031,869</b>	<b>FY 02 \$15,495,648</b>	<b>FY 03 \$14,849,807</b>	<b>FY 04 \$15,184,449</b>	<b>FY 05 \$15,106,513</b>
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**Fund: Federal Surplus Property Revolving (0456-00)**

Sources: The administrator of the Division of Purchasing is authorized to make charges or assess fees from any recipient of federal surplus property which is acquired and distributed under the Federal Surplus Property Act. The charges are for the acquisition, warehousing, distribution or transfer of property of the United States, as well as for administrative costs (Idaho Code §67-5743).

Uses: The money from this fund is used to pay the cost of administering the federal surplus property program including payment of the actual expenses of current operations, the purchase of necessary equipment, and the acquisition and maintenance of working capital reserve within the Surplus Property Revolving Fund (Idaho Code §67-5744). Federal Surplus manages federal surplus personal property, available for donation to eligible health and educational institutions, units of state and local government, and to civil defense organizations or civil defense units established in accordance with state law or local ordinance.

Budget Unit: ADAD(200) Purchasing

<b>FY 01 \$389,744</b>	<b>FY 02 \$380,744</b>	<b>FY 03 \$386,126</b>	<b>FY 04 \$438,124</b>	<b>FY 05 \$349,331</b>
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**Fund: Employee Group Insurance (0461-00)**

Sources: A monthly per employee payment or transfer is made by each agency to the Department of Administration to fund the Group Insurance Program. The fund contains all contributions collected pursuant to the Group Insurance Act and all interest earned upon moneys in the fund (Idaho Code §67-5771). Contributions are paid by state agencies, employees and retirees.

Uses: Used to administer the Group Insurance Act by providing health insurance to all state employees and optional coverage for dependents and retirees. It also provides life insurance, short and long term disability, disability premium coverage, and managed mental health.

Budget Unit: ADAI (Cont) (200) Insurance Management Continuous

<b>FY 01 \$110,650,903</b>	<b>FY 02 \$125,212,400</b>	<b>FY 03 \$123,678,480</b>	<b>FY 04 \$141,254,616</b>	<b>FY 05 \$145,034,191</b>
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Budget Unit: ADAK(200) Office of Insurance Management

<b>FY 01 \$648,987</b>	<b>FY 02 \$680,751</b>	<b>FY 03 \$556,636</b>	<b>FY 04 \$653,165</b>	<b>FY 05 \$495,502</b>
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**Total Employee Group Insurance Fund (0461-00)**

<b>FY 01 \$111,299,890</b>	<b>FY 02 \$125,893,151</b>	<b>FY 03 \$124,235,116</b>	<b>FY 04 \$141,907,780</b>	<b>FY 05 \$145,529,693</b>
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**Fund: Retained Risk (0462-00)**

Sources: All premiums and surcharges received under Idaho Code §67-5777, all dollars received via subrogation, all refunds received on insurance policies canceled before expiration, all refunds or returns under experience rating arrangements with insurers, savings from amounts otherwise appropriated for the purchase of insurance or conduct of the operation of the Office of Insurance Management, all net proceeds of the sale of salvage resulting from losses paid out of the Retained Risk Fund, and interest earnings from invested fund balances.

Uses: This fund is used solely for payment of premiums, costs of maintaining the operation of a portion of the Office of Insurance Management, or upon losses not otherwise insured and suffered by the State as to property and risks which at the time of loss were eligible for such payment under regulations issued by the department director (Idaho Code §67-5775).

Budget Unit: ADAI (Cont) (200) Insurance Management Continuous

<b>FY 01</b> \$4,806,601	<b>FY 02</b> \$5,793,436	<b>FY 03</b> \$7,417,770	<b>FY 04</b> \$4,828,140	<b>FY 05</b> \$6,341,011
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Budget Unit: ADAK(200) Office of Insurance Management

<b>FY 01</b> \$530,479	<b>FY 02</b> \$578,342	<b>FY 03</b> \$552,594	<b>FY 04</b> \$543,415	<b>FY 05</b> \$583,652
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**Total Retained Risk Fund (0462-00)**

<b>FY 01</b> \$5,337,080	<b>FY 02</b> \$6,371,778	<b>FY 03</b> \$7,970,364	<b>FY 04</b> \$5,371,554	<b>FY 05</b> \$6,924,663
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**Fund: Administrative Code (0475-05)**

Sources: Fees charged to the agencies for providing services related to rule making. Fees charged to agencies and public for the printed material.

Uses: Moneys generated from the user fees covers the on-going operational costs of the program.

Budget Unit: ADAL(200) Administrative Rules

<b>FY 01</b> \$429,810	<b>FY 02</b> \$516,376	<b>FY 03</b> \$484,576	<b>FY 04</b> \$470,783	<b>FY 05</b> \$429,663
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**Fund: Hispanic Cultural Center Trust (0498-00)**

Sources: In October 1999, the state of Jalisco, Idaho's sister state in Mexico, donated \$50,000 for the construction of a Hispanic Cultural Center. Governor Kempthorne pledged to match the donation with state funds. To that end, the fiscal year 2001 appropriation for the Department of Commerce (H 787) authorized the State Controller to transfer \$50,000 in General Funds to the Hispanic Cultural Center Fund. Pursuant to section 3 of H 787, expenditure of these moneys was made contingent upon the Hispanic Cultural Center receiving \$2.9 million in non-state sources and specific authorization from the Joint Finance-Appropriations Committee.

In February 2003, Mr. Rogelio Valdez, a member Hispanic Cultural Center of Idaho's Board of Directors, informed the JFAC co-chairs and the Department of Administration (the custodian of the Hispanic Cultural Center Fund) that the \$2.9 million in non-state sources had been received.

In a letter dated February 24, 2003, the JFAC co-chairs directed the Controller to release the \$100,000 and any interest accrued therewith.

Uses: Construction of Hispanic Cultural Center in Nampa.

Budget Unit: ADAN(200)

<b>FY 01</b> \$0	<b>FY 02</b> \$0	<b>FY 03</b> \$115,927	<b>FY 04</b> \$0	<b>FY 05</b> \$0
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**Fund: Industrial Special Indemnity (0519-00)**

Sources: The Industrial Special Indemnity Fund is funded by an annual assessment which equals two times the amount of ISIF's expenses incurred during the previous fiscal year less the existing cash balance of the Fund at the end of the fiscal year. The total annual assessment is pro-rated semi-annually among the State Insurance Fund, self-insured companies, and sureties based on each entity's proportionate share of total indemnity benefits paid on open workers' compensation claims during each semi-annual reporting period. Semi-annually the Industrial Commission will prepare and submit notice, no later than April 1 and September 1, to each responsible entity the amount of its pro rata share on indemnity benefits. The money is paid in semi-annual installments or before April 30 and September 30 of each year. Penalties for late filings will be assessed in accordance with the rules of the Industrial Commission (Idaho Code §72-327).

Uses: The moneys from this fund are used exclusively for the purposes of paying the administrative costs of operating the fund and making payments to claimants who have suffered an industrial injury subsequent to either a pre-existing physical impairment or condition, or a prior industrial injury which, when combined together, render the claimant totally and permanently disabled (Idaho Code §72-331 and §72-332).

Budget Unit: ADAA(200) Director's Office

<b>FY 01</b> \$206,561	<b>FY 02</b> \$225,045	<b>FY 03</b> \$237,526	<b>FY 04</b> \$227,304	<b>FY 05</b> \$255,463
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Budget Unit: ADAF (Cont) (200) Central Admin Continuous

<b>FY 01</b> \$4,283,304	<b>FY 02</b> \$4,363,856	<b>FY 03</b> \$4,665,364	<b>FY 04</b> \$4,492,859	<b>FY 05</b> \$3,057,241
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**Total Industrial Special Indemnity Fund (0519-00)**

<b>FY 01</b> \$4,489,865	<b>FY 02</b> \$4,588,901	<b>FY 03</b> \$4,902,891	<b>FY 04</b> \$4,720,163	<b>FY 05</b> \$3,312,704
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**Fund: Federal Grant (0348-00)**

Sources: Noncognizable Funds.

Uses: Past noncog funds have been used to finance the development and implementation of a Regional Planning Committee for planning and on-going management of the 700 MHz public safety interoperability communications spectrum.

Budget Unit: ADAB(200) Information Technology & Communications

<b>FY 01</b> \$0	<b>FY 02</b> \$342	<b>FY 03</b> \$483	<b>FY 04</b> \$0	<b>FY 05</b> \$0
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Sources: Noncognizable Funds.

Uses: Past noncog funds have been used to support a meeting to develop a plan for Idaho's Geospatial Data Infrastructure.

Budget Unit: ADAM(200) Information Technology Resource Management Council

<b>FY 01</b> \$0	<b>FY 02</b> \$0	<b>FY 03</b> \$12,511	<b>FY 04</b> \$2,479	<b>FY 05</b> \$15,010
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**Total Federal Grant Fund (0348-00)**

<b>FY 01</b> \$0	<b>FY 02</b> \$342	<b>FY 03</b> \$12,994	<b>FY 04</b> \$2,479	<b>FY 05</b> \$15,010
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**Department of Administration Grand Total**

<b>FY 01</b> \$148,724,708	<b>FY 02</b> \$165,365,296	<b>FY 03</b> \$162,243,861	<b>FY 04</b> \$183,642,365	<b>FY 05</b> \$192,083,305
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